

## 2022 RFQs Questions & Answers

- Q: Is professional liability insurance and worker's comp insurance in the stated amounts required?
- A: Evidence of professional liability insurance in the amount of \$1 million each occurrence/\$1 million aggregate (naming the Agency as an additional insured), and worker's comp insurance in amounts required by applicable law is required, as applicable given the services to be provided.
- Q: Could certificate of insurance be provided after the contract is awarded, within 72hrs.?
- A: The potential vendor must show evidence of insurance at the time of the RFQ response submittal including but not limited to: \$1M per occurrence, \$1M aggregate, and a worker's compensation policy.
- Q: Is a Dun and Bradstreet number required?
- A: If the consultant has a Dun and Bradstreet number, it should be provided.
- Q: Are all consultants to be onsite or could work remote?
- A: The Agency's preference is that the consultants work remotely.
- Q: Is it mandatory for all consultants to be located within the United States? Or they could be working from offshore office outside the USA?
- A: As our mission is to promote jobs in Nassau County, all things being equal, the Agency would rate a Nassau County company higher than a company located anywhere else.
- Q: Do we need to include money for travel, lodging etc. into the billing rate?
- A: These expenses are not anticipated by the Agency to conduct the services needed by the vendor or consultant.
- Q: Do you prefer selecting one vendor or multiple vendors for all the services listed?
- A: The Agency prefers that we have one vendor to do all specified work. However, the Agency reserves the right to split up the services if needed.



- Q Is there any preference for locally formed small business owners and startups?  
A: Yes, all things being equal, vendors, Companies or consultants will receive preference if they are located in Nassau County, NY.
- Q: Could the submission be made online or via email?  
A: No. All submissions must be received by mail via certified mail, registered mail or hand delivered by 4:30 PM on July 11, 2022.
- Q: What type of signature is required? Ink or digital signature?  
A: The Agency uses and accepts both digital and wet signatures.
- Q: Are attachments included within the stated page limits?  
A: Yes.
- Q: To whom should correspondence and submissions be delivered?  
A: Pursuant to the Request for Qualifications document, to:  
Nassau County Industrial Development Agency  
One West Street  
Mineola, NY 11501  
Attn: Executive Director/Administrative Director
- Q: Regarding the stenography services, is this for an in-person stenographer or transcribing from audios?  
This is for an in-person stenographer, and under specific circumstances, also transcribing from audio.